

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

PART I - Position Description

1. Agency Name DCF		9. Position Number K0222134		10. Budget Program Number	
2. Employee Name (leave blank if position vacant) Open			11. Present Class Title (if existing position) Assistant Director of Technology Services		
3. Division ITS			12. Proposed Class Title Manager of Field IT		
4. Section Technology Services			13. Allocation		
5. Unit Project Research & Planning			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee			15. By Approved		
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM To: 5:00 AM/PM			17. Position Reviews Date: By:		

PART II - Organizational InformationArea for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)  
  
This position is responsible for the daily supervision of the DCF Field IT staff. This includes, but is not limited to, providing oversight, guidance, discipline, problem resolution, hardware and software procurement, and working daily with agency business units, contractors, and Central Office technicians to solve problems at an acceptable level that supports the overall business goals for the DCF enterprise.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.  
  
The DCF Field IT staff is now considered part of the larger OITS division and therefore is required by statute to report in through the Central Office ITS division. This reallocation is being done to provide a reporting structure into ITS for the existing Field IT Staff.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)  
Name: Jack McCart Title: Director of Technology Services Position Number: K0216641  
  
Who evaluates the work of an incumbent in this position?  
Name: Jack McCart Title: Director of Technology Services Position Number: K0216641

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Assignments are given in the form of overall objectives for business outcomes. This position has considerable latitude in developing goals and in setting progress and project deadlines to meet business goals and outcomes. Business outcomes are reviewed for timely completion and effectiveness.

- d) Which statement best describes the result of error in action or decision of this employee.
- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
  - ( ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( X ) Major program failure, major property loss, or serious injury of incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties :)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
1	50	E	This position is responsible for managing the Field IT staff located within the four DCF Regions. This group provides IT support services to the regional offices located across the State. Duties within this section include every day management of resources, evaluations, and other administrative duties involved with managing this group and providing for the IT needs of the DCF Regions.
2	30	E	This position is responsible for helping to continually improve ITS processes and procedures and working with Regional IT staff and Business Management to implement and enforce those processes and procedures. This position will also be responsible for working with the Central Office IT staff to ensure that the technologies and solutions in the Regions are in line with current ITS standards and IT best practices.
3	10	E	This position is responsible for assisting the Director of Technology Services with projects within the Technology Services division that support the overall strategic direction for IT within the DCF enterprise. The enterprise consists of the Central Office and Regions. This also requires working with the numerous contract providers that provide services with or for DCF. Duties within this section include every day management of ITS resource and other administrative duties involved with managing within the DCF enterprise.
4	10	E	Others duties as assigned.

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform the essential functions above could result in penalties by governing authorities or consequences that could negatively impact the services that are brought to the citizens.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
- ( X ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title	Position/KIPPS Number
Technology Support Supervisor	K0057510
Technology Support Supervisor	K0071252
Technology Support Supervisor	K0170625
Technology Support Supervisor	K0162998

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Works daily with staff across the DCF enterprise to meet the agency business requirements. Works daily with various vendors or contractors.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office work environment with regular travel to remote sites.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily – Normal work environment (Phone, computer, copier, fax, and other office supplies)

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### **PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Bachelor's degree in computer science or related field, and three years experience in information systems and analysis or five years experience in information systems and analysis. Additional experience in the areas listed above may be substituted for the required education as determined relevant by the agency.

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28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This position must be able to travel on a regular basis to establish relationships with their subordinates located across the State.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

This position must adhere to all DCF and State of Kansas policies and regulations as they pertain to the Management of subordinates.

## PART IV - Signatures

Signature of Employee

Date \_\_\_\_\_

Signature of Personnel Officer

Date \_\_\_\_\_

Signature of Supervisor

Date \_\_\_\_\_

Signature of Agency Head or Appointing Authority

Date \_\_\_\_\_